# **Board Briefing Materials**

# August 22, 2025

Virtual Meeting

1:00pm Public Session



For More Information

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# FY2025 NNEPRA Strategic Workplan:

- 1. Meet and exceed high standards for transportation safety.
  - Elevate safety awareness by expanding information, communication and training efforts.
  - Increase participation in Operation Lifesaver.
  - Optimize safety signage and equipment at stations and facilities as needed
- 2. Maximize public awareness of the Downeaster service,
  - Attract new riders and retain existing riders through multi-faceted marketing program.
  - Optimize fare potential while maintaining cost controls and efficiencies.
  - Monitor and analyze travel trends to align train schedules with consumer travel patterns.
- 3. Support efforts to provide customers with a travel experience that consistently exceeds their expectations, delivers value and benefit, and contributes to a modern, integrated public transportation system.
  - Oversee successful transition to Horizon Fleet
  - Support Station Ambassador Program & Recruitment efforts
  - Assist stations in implementing wayfinding signage at stations
  - Implement and expand e-voucher program
  - Pursue Maine-made offerings in Café and improve Café CSI
  - Collaborate with Amtrak and host railroads to maintain and improve reliability.
  - Support efforts to provide and promote last mile connections and transit connectivity.
  - Assure NNEPRA owned and Downeaster-related facilities remain in a state of good repair.
- 4. Support the reduction of vehicle miles travelled and State climate change initiatives by improving service accessibility and quality:
  - Complete extension of double track and initiate platform and station project in Wells.
  - Design and pursue and secure funding for a mainline Portland Station
  - Develop Falmouth station concept into project phase
  - Pursue opportunities to initiate passenger rail service on the Rockland Branch
  - Update Downeaster Service Development Plan
  - Prepare for new Amtrak trainsets
- 5. Monitor and support programs to sustain passenger rail growth and funding:
- 6. Pursue state and federal funding opportunities:
  - Monitor and pursue grant opportunities
  - Ensure NNEPRA is positioned to receive eligible federal funding
  - Collaborate with MaineDOT to secure resources needed to leverage federal funding
  - Streamline internal accounting, procurement, project delivery and reporting protocols to maximize efficiency, accuracy and transparency.
- 7. Remain engaged and involved with transportation planning studies, organizations and initiatives in support of transportation access, expansion and connectivity on the local, state and national level.

# NNEPRA BOARD of DIRECTORS

August 22, 2025

**Northern New England Passenger Rail Authority** 

# **Agenda**

# 3:00pm Public Session

- Welcome
- Public Comment
- Approval of Minutes from June 2, 2025 Board Meeting
- Approval of Updated NNEPRA Policies
  - Financial Management Policy
  - Title IV Policy
- Fiscal Year 2025 In Review
  - Downeaster Performance
  - Financial Performance
- Fiscal Year 2026
  - Downeaster July Performance
- Project Updates
- Other Business & Updates
  - FY26 Board Meeting Schedule
- Public Comment
- Motion to Enter Executive Session pursuant to 1 MRS § 405(6)(E) for the purpose of discussing the
  acquisition of real property.

Next Meeting: September 15, 2025

# Minutes of the Meeting of the Board of Directors Northern New England Passenger Rail Authority

### June 2, 2025

#### **Directors in Attendance:**

Chairman Jim Cohen; Mr. Alan Casavant, Vice Chair; Ms. Alison Harris; Ms. Maggie Edson; Mr. Nate Moulton; Ms. Carolann Ouellette

#### **NNEPRA Staff in Attendance:**

Ms. Patricia Quinn; Ms. Natalie Bogart; Mr. Brian Beeler; Ms. Belle Askinasi; Ms. Taylor Auclair; Ms. Emily Bedard; Mr. Jim Russell; Mr. Donnie Maley

#### **Interested Parties:**

Mr. Kevin Chittenden, Amtrak; Ms. Patty Barber, TrainRiders Northeast; Mr. Dana Knapp, Concord Coach Lines; Mr. Luke Irvine, Amtrak; Bruce Sleeper, TrainRiders Northeast

#### **OPENING REMARKS**

The meeting was called to order at 3:00 pm, and a safety briefing and Operation Lifesaver update was provided.

#### **PUBLIC COMMENT**

Chairman Cohen opened the floor to public comment.

Ms. Patty Barber commented that the Cumberland & Knox operated its first revenue run on the Rockland Branch on May 31, 2025.

Mr. Bruce Sleeper commented that TrainRiders Northeast had its 36<sup>th</sup> Annual Meeting at Bowdin College and thanked NNEPRA for sponsorship and continued support.

End public comment.

#### **APPROVAL OF MINUTES**

#### Motion to approve March 24, 2025 Minutes

Motion: Mr. Alan Casavant Seconded: Ms. Nate Moulton Abstain: Ms. Alison Harris

Approved: All

# **DOWNEASTER PERFORMANCE – Patricia Quinn**

Ms. Patricia Quinn provided a Downeaster update, covering ridership and revenue data through April 2025 and financials through March 2025. Performance for the month of April exceeded expectations. She praised Amtrak for effectively reallocating train equipment to meet peak demand. It was also noted that during track work outage days, data shows an estimated loss of 500-600 riders per day. However, ridership remains strong overall, particularly among pass riders. Delays in the month of April were noted to be frequent, though not significantly severe in terms of duration or impact.

Cycle 5 of tie replacement will conclude on June 3<sup>rd</sup> and two additional cycles are planned, with an anticipated project end date of July 15. A 20% fare sale remains in effect until then.



Ms. Natalie Bogart informed the Board that service to Old Orchard Beach resumed on May 21<sup>st</sup>. Additionally, NNEPRA has been participating in increased community and stakholder outreach to promote tourism to Old Orchard Beach. Director Ouellette commented that Maine Beaches appreciates NNEPRA's continued efforts.

## MARKETING UPDATE – Taylor Auclair

Ms. Taylor Auclair presented an overview of April performance and the "Go Like a Pro" campaign providing information to travelers during tie project disruptions. Taylor noted that the campaign has proven to be effective wth NNEPRA seeing positive and constructive feedback. The FY26 Ridership Recovery Campaign is in development with NNEPRA's advertising agency and she hopes to share a proof of concept at the next Board meeting.

Patricia noted that there had been some challenges with Amtrak's customer communications regarding the track work. New staff has been assigned to quality control at Amtrak, and NNEPRA is hopeful that the issues will be resolved.

Director Harris noted that the kiosks have been showing that trains are cancelled when there is a bus bridge during track work. Mr. Brian Beeler commented that NNEPRA and Amtrak have identifed issues with back of the house communication and that this has been a work in progress, however, all information should be programmed properly.

#### FINANCE UPDATE - Patricia Quinn

Patricia presented the April Variance Report.

#### **Motion to accept April Budget Variance Report**

Motion: Ms. Carolann Ouellette

Second: Ms. Alison Harris

Approved: All

Patricia presented the Board with the FY2026 Budget. The Board participated in a discussion regarding assumptions and benchmarks used to create the budget.

Natalie noted initiatives planned for FY26 to address last mile connections. NNEPRA is working on a potential partnership with METRO to sell bus tickets in the Downeaster Café and update signage at the Portland station to improve wayfinding. Additionally, NNEPRA is working with YCCAC on a potential partnership to provide shuttle service from the Wells Station to the community in 2026.

At the conclusion of the FY26 budget discussion, the Board agreed to endorse the proposed budget for consideration and approval by the MaineDOT Commissioner.

### Motion to approve proposed FY26 Budget as Presented

Motion: Ms. Maggie Edson Second: Ms. Alison Harris

Approved: All

Chairman Cohen commented that the final budget is not due to the Commissioner until the end of June, giving the NNEPRA and the Board time to solidify and discuss prior to submission.

#### PROJECT UPDATES - Patricia Quinn

Patricia provided an update on the CSX/NNEPRA Federal-State Tie Replacement:

#### Tie Replacement Project Overview:

- o The project began on April 1, 2025.
- CSX had installed approximately 60,000 ties and has traveled approximately 60 miles between the Massachusetts state line and Kennebunk, ME.



- CSX has replaced an average of 1633 ties over 2 miles each day.
- o Tie Replacement Crews working on a 10-hour window of 8 days on, 6 days off rotation through mid-July.
- o The Tie Crew is made up of about 32 pieces of equipment and 60--80 crew members.

Chairman Cohen inquired about community impacts and how communication is being handled. Patricia responded that the tie replacement is not expected to cause community impacts, but that CSX is replacing grade crossing panels in tandem with the project and has been coordinating with communities accordingly.

Mr. Jim Russell provided updates on the Wells Area Improvement Project:

• **Platform and Site Work:** Great Falls Construction has begun pile driving and is making progress on the project. The temporary platform is expected to be constructed in the coming month and will take 3-4 weeks to build. Jim noted that there has been good communication among all stakeholders.

Patricia provided an update on other projects:

#### • Portland Station Relocation:

- Stakeholder outreach efforts are ongoing.
- NNEPRA, along with other transit providers in the area, presented to the City of Portland Sustainability Meeting noting efforts to relocate the station in Portland. Mayor Dion was in attendance and said he would coordinate to move the project forward.

#### • West Falmouth Station:

Director Edson noted that a private developer has agreed to partner with the owner of Dunkin Donuts, Mr.
 Wolak, on the development of his property and a West Falmouth Station. Additional information will be provided when available.

#### Rockland Branch:

Director Moulton confirmed that freight operations were underway on the Rockland Branch.

#### • Service Development Plan (SDP)

 Patrica noted that NNEPRA is working with the FRA on reviewing plans for the SDP. The SDP will identify ways to reduce travel time, add frequency and improve reliability. Additionally, connectivity to the Northeast Corridor and a propensity review of service to Rockland will be explored.

#### **OTHER BUSINESS – Patricia Quinn**

#### **NNEPRA Staff Update on Recent Developments:**

#### NNEPRA Procurements:

Ms. Catherine Kruglak provided an update on NNEPRA's two (2) active procurements:

- 25-Marketing Support Services-009 RFQ advertised on May 12, 2025 with quotes due May 30,
   2025. NNEPRA received 6 responses and is in the process of reviewing and evaluating.
- 25-PTC Platform Rehab-11 RFQ advertised on May 22, 2025 with quotes due June 6, 2025 to complete the Portland Station platform repairs.
- Other Business: Patrica provided the following information:
- LD487 waas voted out of the Transportation committee after it was voted "Ought Not to Pass" at the April 24<sup>th</sup> work session.



- Chairman Cohen and Director Murray had been reappointed to serve on the NNEPRA Board. She noted that Chairman Cohen had been sworn in and that Director Murray was pending.
- Amtrak recently experienced a mandated reduction in its workforce, which will lead to a reorganization.
- Secretary of Transportation Sean Duffy sent a letter to all USDOT recipients concerning compliance with Title
  IV and other federal regulations. NNEPRA legal counsel has reviewed in consultation with MaineDOT.
  Director Moulton commented that the Attorney General has also reviewed the language, and updates will
  be provided as more information is available.
- David Fink, former president of Pan Am, had been nominated to be the new FRA Administrator. A
  confirmation hearing has been held, and appointment is pending.
   Patricia proposed a virtual board meeting in June if additional action needed to be provided on the FY26
  budget. There will not be a July meeting due to summer scheduling.

#### **PUBLIC COMMENT**

Chairman Cohen opened the floor to public comment.

Mr. Dana Knapp commented that Concord Coach was preparing to begin paving Parking Lot A at the PTC in July. He noted that Shaw Brothers had won the contract.

Mr. Bruce Sleeper commented that TrainRiders Northeast is still actively interested in exploring service to Oron (LD487), however, looking at different funding rather than the Corridor ID program.

Bruce also inquired how long it will take CSX to make its way through Portland, specifically Forest Ave. Mr. Jim Russell responded that there is no set timeframe, so it is difficult to predict.

End public comment.

Motion to Enter Executive Session pursuant to 1 MRS § 405(6)(E) for the purpose of discussing the acquisition of real property.

Motion: Ms. Maggie Edson Second: Ms. Carolann Ouellette

Approved: All

Executive Session began at 4:32 pm

# **Motion to End Executive Session**

Motion: Ms. Maggie Edson Second: Mr. Nate Moulton

Approved: All

Executive Session ended at 5:02 pm

# Motion to adjourn

Motion: Ms. Alison Harris Second: Ms. Carolann Ouellette

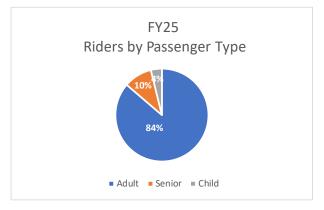
Approved: All

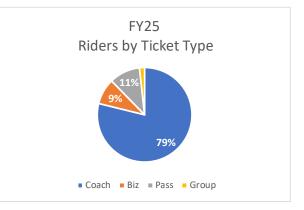
Meeting Adjourned at 5:02 pm.



			Downe	aster Perfo	rmance N	letrics - Last 12	Months					
			Riders	ship		Revenue						
Period	FY	Actual	Budget	Variance	vs. FY24	Actual	Budget	Variance	\$/Rider			
Jun 25	FY25	43,033	35,597	7,436	85%	\$ 800,066	\$ 831,339	\$ (31,273)	\$18.59			
May 25	FY25	35,176	32,466	2,710	76%	\$ 846,440	\$ 756,467	\$ 89,973	\$24.06			
Apr 25	FY25	39,909	33,581	6,328	81%	\$ 857,673	\$ 779,436	\$ 78,237	\$21.49			
Mar 25	FY25	44,131	44,876	-745	95%	\$ 1,148,249	\$ 1,050,087	\$ 98,162	\$26.02			
Feb 25	FY25	38,894	40,784	-1,890	93%	\$ 924,774	\$ 954,337	\$ (29,563)	\$23.78			
Jan 25	FY25	39,431	41,238	-1,807	96%	\$ 908,997	\$ 950,536	\$ (41,539)	\$23.05			
Dec 24	FY25	47,027	46,905	122	100%	\$ 1,159,068	\$ 1,099,922	\$ 59,146	\$24.65			
Nov 24	FY25	46,828	48,005	-1,177	98%	\$ 1,154,368	\$ 1,125,717	\$ 28,651	\$24.65			
Oct 24	FY25	52,059	52,075	-16	95%	\$ 1,234,285	\$ 1,218,560	\$ 15,725	\$23.71			
Sep 24	FY25	51,640	45,045	6,595	97%	\$ 1,216,884	\$ 1,045,246	\$ 171,638	\$23.56			
Aug 24	FY25	56,667	62,856	-6,189	92%	\$ 1,372,957	\$ 1,458,268	\$ (85,311)	\$24.23			
Jul 24	FY25	57,854	59,034	-1,180	100%	\$ 1,368,838	\$ 1,369,578	\$ (740)	\$23.66			
FY25 To	otal	552,649	542,462	10,187	92%	12,992,599	12,639,493	\$ 353,106	\$23.51			
Jun 24	FY24	50,853	48,530	2,323	113%	\$ 1,191,491	\$ 965,829	\$ 225,662	\$23.43			
May 24	FY24	46,412	45,167	1,245	118%	\$ 1,074,148	\$ 880,764	\$ 193,384	\$23.14			
FY24 To	otal	598,428	556,618	41,810		13,051,548	10,882,278	2,169,270	\$21.81			

Fiscal Year 2025 To Date										
<b>5,779</b>	<b>.</b> 6,448	<b>%831</b>	₫ <sup>7</sup> <sup>1,903</sup>							





FY25 Performance	e Ta	argets			Modified 10/28/24	
Ridership		542,462	Train On Time Performance	75%	Café Cost Recovery	78%
Revenue	\$	12,639,493	<b>Customer On Time Performance</b>	85%	Café Capture Ratio	<b>17</b> %
Average Fare	\$	23.30	Overall Customer Satisfaction	90%	Café Check Average	\$10.95
Overall Cost Recovery		47%				

		Down	easter Perf	ormance M	etrics - Last	12 Months		
		Trains	Passenger	On Time Performance		Downeas	CSI	
Period	FY	Operated	Miles	End Point	Customer	Capture Ratio	Check AVG	
Jun 25	FY25	240	3,461,297	50%	61%	16%	\$ 9.83	89
<b>May 24</b>	FY25	258	3,004,451	64%	77%	18%	\$ 9.66	89
Apr 25	FY25	264	3,332,815	64%	74%	17%	\$ 10.07	88
Mar 25	FY25	310	3,973,101	87%	79%	18%	\$11.02	91
Feb 25	FY25	274	3,392,887	59%	74%	18%	\$11.02	86
Jan 25	FY25	308	3,532,050	77%	86%	17%	\$ 10.72	90
Dec 24	FY25	308	4,233,423	<b>72</b> %	84%	17%	\$11.27	90
Nov 24	FY25	296	4,047,137	63%	78%	16%	\$ 10.76	87
Oct 24	FY25	303	4,454,370	43%	58%	16%	\$ 9.84	83
<b>Sep 24</b>	FY25	295	4,384,718	70%	82%	17%	\$10.28	93
Aug 24	FY25	293	5,010,367	64%	<b>75%</b>	18%	\$ 10.47	90
Jul 24	FY25	308	5,444,093	65%	78%	18%	\$ 10.47	90
FY25 To	otal	3,457	48,270,709	65%	76%	17%	\$ 10.45	89%
Jun 24	FY24	298	4,529,993	55%	70%	19%	\$ 10.28	88
<b>May 24</b>	FY24	310	4,037,621	73%	86%	17%	\$ 9.92	90
FY24 To	otal	3,622	52,332,352	71%	81%	18%	\$10.43	90

			F۱	2025 Dov	vneaster (	Customer	Satisfaction	on		•	
	Sample Size	Overall Score	Train Comfort	Train Cleanliness	Train Crew	ОТР	Train Status Info	Café	WiFi	Station Staff	Station Overall
Jun	953	88.6	88	84	91	75	79	75	69	89	81
May	930	88.9	87	85	93	78	81	77	73	91	82
Apr	855	88.4	87	85	92	77	80	77	71	91	82
Mar	1,060	91.1	88	84	94	86	85	81	74	94	83
Feb	891	86.1	81	80	92	73	76	76	73	90	77
Jan	1,056	90.1	89	86	93	87	84	76	79	92	83
Dec	1,139	89.5	89	87	96	85	84	76	76	92	84
Nov	654	87.5	87	87	92	75	82	77	77	91	81
Oct	1,186	83.2	81	76	88	57	71	66	66	87	85
Sep	1,126	92.8	87	89	93	87	88	77	72	94	83
Aug	786	89.7	86	86	91	75	79	80	81	87	86
Jul	1,335	92.2	91	90	94	81	85	79	81	92	86
FY25 Year End	11,971	89.0	87	85	92	78	81	76	74	91	83
24-Jun	746	89.8	86	82	90	70	75	73	68	90	83
FY24 Year End	11,292	90.4	88	86	93	83	82	77	74	91	85



## NNEPRA Fiscal Year 2025 Operating Budget Variance Report

July 2024 - June 2025

				June-25			Fiscal Year to Date June 25						
		Actual		Budget		Variance	L	Actual		Budget		Variance	%
Operating Revenue												·	
Amtrak Ticket Revenue	\$	800,066	\$	831,339	\$	(31,273)	\$	12,992,599	\$	12,639,493	\$	353,106	3%
Food Service Revenue	\$	69,959	\$	63,518	\$	6,441	\$	971,598	\$	985,483	\$	(13,885)	-1%
Parking Lot Revenue	\$	52,202	\$	50,164	\$	2,038	\$	695,000	\$	633,606	\$	61,394	10%
Interest & Other Revenue	\$	42,711	\$	43,600	\$	(889)	\$	577,749	\$	565,823	\$	11,926	2%
Total Operating Revenue	\$	964,938	\$	988,621	\$	(23,683)	\$	15,236,946	\$	14,824,405	\$	412,541	3%
Expenses													
Administration													
Salaries and Benefits	\$	100,824	\$	96,785	\$	4,039	\$	1,044,346	\$	1,175,000	\$	(130,654)	-11%
Office Expenses	\$	13,897	\$	11,728	\$	2,169	\$	155,820	\$	174,000	\$	(18,180)	-10%
Professional Services	\$	49,581	\$	22,285	\$	<i>27,2</i> 96	\$	133,021	\$	250,000	\$	(116,979)	-47%
Insurance	\$	-	\$	-	\$	-	\$	74,507	\$	60,605	\$	13,902	23%
Board Operations	\$	1,141	\$	928	\$	213	\$	22,306	\$	20,612	\$	1,694	8%
Total Admin Expenses	\$	165,443	\$	131,726	\$	33,717	\$	1,430,000	\$	1,680,217	\$	(250,217)	-15%
Train Operations													
Amtrak Train Operations	\$	527,198	\$	621,833	\$	(94,635)	\$	6,796,960	\$	7,554,139	\$	(757,179)	-10%
Amtrak Equipment Maintenance	\$	679,098	\$	789,900	\$	(110,802)	\$	8,666,850	\$		\$	(723,277)	-8%
Amtrak Support Services	\$	265,527	\$	295,081	\$	(29,554)	- ·	2,274,316	\$		\$	(291,680)	-11%
Train Fuel Cost	\$	124,263	\$	201,528	\$	(77,265)	\$	2,027,102	\$		\$	(461,509)	-19%
Other Train Operations	\$	139,986	\$	171,333	\$	(31,347)	\$	1,780,857	\$	2,062,972	\$	(282,115)	-14%
Facilities	\$	38,731	\$	42,727	\$	(3,996)	\$	670,377	\$	829,471	\$	(159,094)	-19%
FY24 Capital Maintenance	\$	7,675	\$	7,675	\$	-	\$	404,033	\$	· ·	\$	-	0%
FY25 Capital Maintenance	\$	1,494	\$	1,494	\$	_	\$	1,100,000	\$	1,100,000	\$	-	0%
Total Train Operations	_	1,783,972	<u> </u>	2,131,571	\$	(347,599)	\$		\$	26,395,349	\$	(2,674,854)	-10%
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Station Operations		47.407		F0 000	4	(0.04.0)	,	500.040		505.000	4	4.040	40/
Portland Station	\$	47,407	\$	50,023	\$	(2,616)	\$	539,212	\$	535,000	\$	4,212	1%
Platform Insurance	\$	-	\$	-	\$	-	\$	270,584	\$		\$	55,427	26%
Station Platform Leases	\$	-	\$	-	\$	- (500)	\$	47,100	\$	50,657	\$	(3,557)	-7%
Station Improvements	\$	- 47.407	\$	500	\$	(500)	\$		\$		\$	(204,160)	-68%
Total Station Operations	\$	47,407	\$	50,523	\$	(3,116)	\$	953,236	\$	1,101,314	\$	(148,078)	-13%
Total Food Service	\$	107,483	\$	108,745	\$	(1,262)	\$	1,331,937	\$	1,321,591	\$	10,346	1%
Total Marketing	\$	84,374	\$	61,972	\$	22,402	\$	489,331	\$	530,000	\$	(40,669)	-8%
Total Expenses	\$	2,188,679	\$	2,484,537	\$	(295,858)	\$	27,924,999	\$	31,028,471	\$	(3,103,472)	-10%
Add'l Funding Required	\$	1,223,741	\$	1,495,916	\$	(272,175)	\$	12,688,053	\$	16,204,066	\$	(3,516,013)	-22%
Downeaster Ridership		43,033		35,597		7,436		552,649		542,462		10,187	
Overall cost recovery		44%		40%				55%		48%			
Café Recovery		65%		58%				73%		75%			

FY26 Performance Targets											
		Target		Target		Target					
Ridership		562,039	Train On Time Performance	80%	Café Cost Recovery	79%					
Revenue	\$ :	13,186,221	Customer On Time Performance	85%	Café Capture Ratio	18%					
Average Fare	\$	23.46	Over Customer Satisfaction	90%	Café Check Average	\$ 10.95					
Overall Cost Recovery		51%									

	Downeaster Performance Metrics - FY26 To Date												
			Riders	ship	Revenue								
Period	FY	Actual	Budget	Variance	vs. FY24	Actual	Budget	Variance	\$/Rider				
Jul 25	FY26	55,074	48,819	6,255	95%	\$ 1,344,261	\$ 998,361	\$ 345,900	\$24.41				
FY26 To Date 55,074		55,074	48,819	6,255	95%	1,344,261	998,361	345,900	\$ 24.41				

Downeaster Performance Metrics - FY26 To Date												
		Trains	Passenger	On Time Pe	erformance	Downeas	CSI					
Period	FY	Operated	Miles	End Point	Customer	Capture Ratio	Check AVG					
Jul 25	FY26	304	4,692,348	70%	89%	17%	\$10.64					
FY26 To	Date	304	4,692,348	<b>70</b> %	89%	17%	\$ 10.64					